

**Please complete a separate form for each account holder.**

If you've changed your name complete and return this form so we can update our records. We also need a certified copy of an official name change document as proof, for example:

- ▶ Your Marriage certificate
- ▶ Your deed poll document.

Name of borrower

Mortgage account number(s)

Previous name

New name

**Who can certify your document?**

- ▶ Accountant
- ▶ Solicitor
- ▶ Commissioner of Oaths / Notary Public
- ▶ FCA registered broker / introducer
- ▶ Barrister
- ▶ Bank or Building Society official
- ▶ Justice of the Peace
- ▶ Post Office official (UK only)

**All certified documents MUST include:**

1. The name of the person certifying the documents and their signature
2. The date of the certification
3. Their business stamp if they have one. If they don't have a stamp they must include their company name, address and contact telephone number.

In line with Data Protection regulations, we need to check your old signature against our records. Please provide your old and new signatures in the boxes below. Once we've completed our checks, we'll update our records.

*I confirm I'm happy for Bank of Ireland to update my records straight away.*

**Please sign with a pen.**

Old signature

New signature

Date

**Please complete all the boxes on this form and return to:**

Mortgage Customer Services Department, Bank of Ireland, PO Box 3191, 1 Temple Quay, Bristol, BS1 9HY

Your personal information will only be used to contact you in regards to the information provided. If you would like to know more about how we ensure your privacy, how we handle your personal information and what your rights are, you will find more information in our Privacy Notice on [bankofirelanduk.com/PrivacyNotice](http://bankofirelanduk.com/PrivacyNotice) or by contacting us to ask for a copy.

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Full list of directors available on the website at [bankofireland.com](http://bankofireland.com).

To find out if your mortgage is with Bank of Ireland Mortgages or Bank of Ireland UK, or if you have any queries relating to our UK mortgage products or services, please contact our UK administration centre at:- Bank of Ireland, PO Box 3191, 1 Temple Quay, Bristol, BS1 9HY. Telephone: (0117) 979 2222. Fax: (0117) 929 3787.